



**PROJECTS
QUEENSLAND
MAINTENANCE**



www.projectsqld.com.au

Welcome to Projects Queensland Maintenance

As an industry leader in the design and manufacture of luxury boutiques and interiors we are delighted to introduce you to our **Maintenance Division**.

Our dedicated maintenance team provide a range of services including:

- On-call corrective maintenance
- Emergency corrective maintenance
- Scheduled preventative maintenance
- Boutique refits, upgrades-refurbishment
- Scheduled boutique inspections

We have a dedicated contact line to ensure your maintenance needs are acknowledged and actioned as soon as possible. With a vast network of trades and specialist technicians at our disposal your boutiques will be maintained to the highest standard.



On Call Corrective Maintenance

- Includes repairs to fixtures and fittings, plumbing and electrical issues.



Tighten and/or replace drawer runners



Recover wall panels and reglue/replace wallpaper



Repair or replace door hinges



Repair floor tiles and other floor coverings



Globe and driver replacement



Replace mirrors and repair cabinetry



Ceiling tile replacement



Plumbing issues



Curtain and track repairs/replacement

Emergency Corrective Maintenance

- Urgent repairs that pose a safety, W.H.S. or security issue.



E.G. Emergency glass repair - we will arrange security and glass replacement



E.G. Emergency cabinetry repairs



E.G. Emergency shop fitting and electrical repairs



E.G. Emergency plumbing issues solved



E.G. Emergency water ingress issues resolved

Scheduled Preventative Maintenance

Preventative maintenance will help you save time and money. It will ensure minimum disruption to your business, reduce the costs associated with emergency repairs and will allow you to always present your boutique at it's best.

Each site is unique: the combination of materials and finishes each requiring specialist care. We would be delighted to tailor a plan for each of your boutiques to ensure your Store Project investment is maintained to the highest possible level

Below is a table of Recommended Scheduled Preventative Maintenance items for your consideration.

SCHEDULED MAINTENANCE	RECOMMENDED SERVICE PERIOD				
	MONTHLY	QUARTERLY	HALF YEARLY	ANNUALLY	BIANNUALLY
Boutique interior painting				✓	
External Façade cleaning				✓	
Awning cleaning				✓	
Chandelier cleaning			✓		
Furniture dry cleaning			✓		
Tiles - honed and sealed					✓
Wooden floors - cleaned and sealed				✓	
Stairs - tactiles and grip tape secured		✓			
Metal finishes - polished			✓		
Leather finishes - nourished			✓		
Electrical - lights and drivers		✓			
Door hinges and locks - inspected, lubricated	✓				
Drawer runners - tightened and/or replaced	✓				
Roller doors - inspected and lubricated	✓				
Door mats			✓		
Showcase glass - polishing and/or replacement			✓		
Fabric panel refreshing				✓	
Locks - manual and electronic			✓		
CCTV and Alarm review				✓	
Security film remove and replace				✓	
ESSENTIAL SERVICES	RECOMMENDED FOR THE HEALTH AND SAFETY OF YOUR TEAM AND CLIENTS				
Airconditioning		✓			
Electrical test and tag				✓	
Zip tap filter change and sanitize		✓			
Fire safety equipment		✓			

Scheduled Preventative Maintenance examples:



Marble revitalization



Chandelier cleaning



Awning pressure cleaning



Exterior pressure cleaning – before and after



Air conditioning servicing – before and after



Lock and hinge check, clean, lubricate

Boutique refits, upgrades-refurbishment

To keep your stores renewed and on-brand, store refreshment is required on a regular basis. Typical works include installation of window displays and lightbox images, modification, removal and/or replacement of existing cabinetry, electrical refurbishment, carpet and floor covering changes etc. Our extensive experience in Project Management together with our Australia-wide network of specialist trades will ensure we will manage and complete your project on time and within budget – with minimal disruption to your business.



Printing and installation of lightboxes and Duratrans



Storage, delivery and installation of new display cases



Manufacture and installation of cabinetry



Supply and installation of new floor coverings



Manufacture and installation of specialized millwork



Project Management of your boutique refurbishment

Scheduled boutique inspections



Many of our existing clients are industry leaders within the luxury retail sector – and understand good maintenance is about identification of issues before they arise. A key pillar of our Maintenance Services is Scheduled Boutique Inspections – during these planned visits one of our specialist team members will inspect your site covering the exterior, boutique sales interior, back of house and any off- site storage areas.

Our Scheduled Boutique Inspection will be tailored to your site and generally includes:

SCHEDULED BOUTIQUE INSPECTION	
Exterior and interior walk through	✓
Door hinges and locks - checked for operation, cleaned, lubricated	✓
Drawer runners - tightened and/or replaced	✓
Roller doors - inspected, cleaned, lubricated	✓
Lights and drivers - inspected	✓
Fabric panels - review finish and attachment	✓
Floor coverings inspected:	✓
-Carpet - edging and finish	✓
-Mats - inspect curled edges or lifting	✓
Glass display cases - inspected	✓
Assessment of future works including removal of obsolete items	✓

A detailed report will be provided to you advising of the maintenance recommendations from the visit and we will be happy to work with you to schedule the required works to rectify any issues. The Scheduled Boutique inspection also covers minor works (up to two hours) that can be completed in situ (based on materials availability excluding electrical works).

We recommend to schedule Boutique Inspections on a monthly basis however dependant on your site, foot-flow and age of your site a shorter or longer period can be programmed.

We would be delighted to discuss your boutique's needs with you in detail. As a leader in our field we understand the importance of maintaining your investments, both from a branding and safety perspective.

Please contact our team at your convenience through your preferred method of communication

We look forward to meeting with you and assisting you with all your maintenance needs.

Best wishes



JIM WALKER
PROJECTS QLD INTERIORS
MAINTENANCE MANAGER
M: 0433 690 660
E: jim@projectsqld.com.au

MAINTENANCE HOTLINE
M: 0458 417 278
T: 07 5564 9977
E: maintenance@projectsqld.com.au



delivering on every project since 1989

QLD: 17 Geary Crescent, Molendinar, QLD, 4214 07 5564 9977

WA: Unit 11 / 8 Murphy Street, O'Connor, WA, 6163

